

Military Review Author's Guide

Consideration of Submitted Articles

Military Review will read and consider all submissions regardless of topic.

Military Review is specifically looking for cutting-edge articles. As a result, well-researched, well-written, persuasive articles that espouse a view that differs from conventional or doctrinal views often find a home at *Military Review* whereas they might be rejected elsewhere.

Military Review makes no final commitments to accepting a manuscript until it has been thoroughly reviewed and, if required, revisions made that satisfy *Military Review* concerns or that conform to *Military Review* publication conventions.

Manuscripts having original ideas needing substantive revision to make them clearer or better organized are sometimes tentatively accepted for publication. The author must, however, agree to revise the manuscript with assistance from the *Military Review* staff. Final acceptance remains a *Military Review* prerogative based on the quality of the product produced by cooperative effort.

Target Audience

Military Review views company and field grade officers (captain, major, lieutenant colonel, and colonel) and senior noncommissioned officers as its target audience. Therefore, the journal seeks articles that address issues of concern to personnel who are or will serve in either a command or staff capacity at brigade or above, up to corps and field army level.

Although *Military Review* will consider articles addressing tactical or strategic concerns, other venues might be more appropriate for those publications and their audiences. At the tactical level, writers might consider publishing with *Infantry* or *Artillery* magazines; at the strategic level, *Parameters* and *Joint Force Quarterly* are likely candidates.

Preferred Topics of Discussion

Military Review specifically seeks articles of a practical nature about issues associated with regional engagements or division- or corps- level campaign planning and execution. Nevertheless, this band of interest provides a broad range of possible topics that include operational focus on maneuver warfare, joint-combined fires, logistics, information operations, command and control issues, intelligence, signal and communications, etc.

Original Research or Practical Experience Preferred

Military Review prefers two types of articles: those based on original research from primary sources and those stemming from lessons learned via firsthand experience.

Responsibility for Accuracy and Reliability of Research

Manuscript authors are responsible for their manuscript's accuracy and source documentation.

Writing Style

Military Review seeks articles that use precise, concise, direct language written in active voice. The thesis of the article should be clear, logically developed, and supported by sound reasoning and evidence.

When possible, authors should avoid the use of acronyms. If used, acronyms should be spelled out on first reference.

Authors should avoid the use of arcane or extremely technical language that would be more appropriate for specialized journals.

Authors should write clearly and simply. Clarity, directness, and economy of expression are the main traits of professional writing, and they should never be sacrificed in a misguided effort to appear scholarly.

Especially avoid Pentagonese and bureaucratic jargon.

Dullness of style is not synonymous with erudition; readers appreciate writing that is lively and engaging.

Editor's Prerogative to Edit

In the interests of length, security, clarity, and conformity with the stylistic standards of *Military Review*, the editor reserves the right to edit all manuscripts; however, editors will send substantive changes to the author for approval.

Courtesy and Protocol with Regard to Simultaneous Submission to Separate Publications

Authors should *not* submit a manuscript to *Military Review* while it is being considered elsewhere; nor should they submit a manuscript if it has been published elsewhere or if it is available on the internet.

As a matter of professional convention and courtesy, authors should not submit a manuscript to a second publication until after *Military Review* has fully reviewed it and decided whether or not to publish it. *Military Review* will generally accept or reject a manuscript within 60 days of its receipt.

Evidence that articles have been submitted elsewhere concurrent with submission to *Military Review*, or that they have already been published or will soon be, are grounds for denying the author future consideration for publication in *Military Review*.

Review Process

Military Review will send an acknowledgment to the author upon receipt of manuscript. Submissions not forwarded to our referees for further consideration are generally returned to the author within three to four weeks. For submissions sent to our referees, the review process can take six to eight weeks from date of receipt, sometimes longer.

Publication Agreement on Acceptance for Publication

Under our publication agreement, *Military Review* retains first publication rights for its English, Spanish, Portuguese and other any other editions of *Military Review*, including on-line editions. Except for time-sensitive articles, the normal time from acceptance to publication is six to eight

months.

As an official Army publication, *Military Review* is not copyrighted; however, publication by *Military Review* gives the Combined Arms Center (CAC)—*Military Review*'s higher headquarters—the right to reproduce and use the article for training and other official purposes.

How to Submit a Manuscript

Unsolicited article manuscripts are welcome; book reviews are by assignment only.

Military Review encourages authors to submit their manuscript by e-mail as an attachment to a brief letter of introduction. Manuscripts also may be mailed to the address below in hard copy:

Military Review
US Army Command and General Staff College
294 Grant Avenue, Building 77
Fort Leavenworth, KS 66027-1254

Such hard copy submissions must also include a disk or CD containing the computer file. The document should be saved in Microsoft Word or ASCII text format. Paper copies should be double-spaced and printed on one side of the sheet only.

An author should carefully edit his text before submission; must include his (or her) name, address, daytime phone number, and e-mail address; should indicate whether the disk is in Windows or Mac format; and must tell us what word processing program he used.

Military Review will not accept any faxed manuscripts.

Length of Manuscripts

The preferred length for feature articles is 3,000 to 3,500 words, or 15 to 18 typed, double-spaced pages. Articles that exceed 7,000 or more words are occasionally considered depending on the timeliness and relevance of content and our subjective judgment concerning the importance of such an article to any internal debate on a topical issue.

Manuscript length for "Insights" articles is 1,400 to 2,000 words, or seven to 10 typed, double-spaced pages.

Military Review will adjust article lengths based on available space in a given issue.

Military Review reserves the right to edit submitted manuscripts to conform to overall space requirements.

Research Citation Guidelines

Military Review likes endnotes and prefers manuscripts that are clearly the product of conscientious research; however, authors should document using endnotes—no bibliography is necessary, nor will one be used if submitted.

Authors should strive to reduce the number of endnotes to the *minimum* consistent with honest acknowledgment of indebtedness, consolidating notes where possible. Lengthy explanatory endnotes are discouraged. Endnotes must contain complete citation of publication data; for

internet citations, include the date accessed. *Military Review* generally uses the conventions prescribed in Kate L. Turabian, *A Manual for Writers*, 6th ed. (Chicago: University of Chicago Press, 1973). For example, enclose all quoted materials in quotation marks or indentation, and use endnote citations. A few examples are noted below:

1. Alvin and Heidi Toffler, *War and Anti-War: Survival at the Dawn of the 21st Century* (New York: Little, Brown & Co., 1993); and John Arquilla and David Ronfeldt, "Cyberwar is Coming!" *Comparative Strategy* (April-June, 1993).
2. Tofflers, 69-70.
3. GEN Gordon R. Sullivan, "Moving into the 21st Century: America's Army and Modernization," *Military Review* (July 1993) 2.
4. GEN Gordon R. Sullivan and COL James M. Dubik, "War in the Information Age," *Military Review* (April 1994) 46.

Biographical Sketch

Authors must enclose a brief personal biography. Include significant positions or assignments and civilian and military education that establish credibility as a subject-matter expert.

Art and Illustrations

Military Review likes to publish artwork or other graphics that enhance an article's quality and content. If you do not have artwork but know where it can be obtained, please advise us.

Use of Photographs

Original photographs supporting the article are desirable. *Military Review* is especially interested in publishing previously unpublished photos of a distinctive nature as they apply to supporting articles.

However, copyright sensitivities and the proliferation of the methods used to disseminate photographs without proper attribution require *Military Review* to insist that the origin of any photos be identified together with needed attribution. If photos are copyrighted, the author must obtain copyright approvals and submit them to *Military Review* along with proposed manuscripts. As a general policy, *Military Review* will not use photos it cannot attribute.

Security Review of Manuscript Submissions

Military Review functions under the public affairs principle of security review at source. Therefore, it is the responsibility of authors to ensure that manuscripts submitted for consideration of publication receive the proper security review from appropriate authorities in the organizations to which they belong. This review should be done prior to the manuscript's arriving at ***Military Review***. In most cases, such a review should include a vetting by the organization's security officer and public affairs officer.

Documents written by individuals working for the U.S. government either as employees or contractors. Manuscripts by U.S. military personnel on active duty or civilian employees of the Department of Defense or service departments are subject to the official clearance requirements of Army Regulation 360-1, chap. 6. This requirement applies mainly to documents that treat the activities or capabilities of specific military organizations; established tactics, techniques, and procedures; or technical subjects, open discussion of which has significant potential for exposing information that should be regarded as controlled.

- New security review submission requirements. As a result of recent Army policy changes,

in most cases manuscripts discussing military subjects of a current organizational or technical nature *written by personnel working for the U.S. Government as an employee or contractor* must now arrive at **Military Review** with a memorandum for record (MOR) verifying security review by the appropriate authorities in the writer's organization of assignment. This MOR should contain the words, "This manuscript has been cleared for open publication and unrestricted distribution" and be signed either physically or electronically by the reviewing security authorities. It may be sent hard copy accompanying a manuscript; it may be sent electronically as a PDF with appropriate signatures and accompanying electronic versions of the manuscripts; or it may be sent as an endorsement to a manuscript as part of a verifiable e-mail chain that is electronically signed.

- Exceptions to MOR requirement. Manuscripts that are characterized as opinion pieces, historical pieces, or pieces that do not discuss or deal with the specific current capabilities or TTP of military units or organizations need not submit such an MOR. Prudence and sensitivity to the need to restrict information as required will dictate when such an MOR is required for such manuscripts.

- Possible further review. On acceptance by *Military Review*, manuscripts requiring MORs may be subject to further review and clearance by the Department of the Army in accordance with current regulatory requirements. A decision as to whether additional clearance will be required will be made on a case-by-case basis by the *Military Review* staff.

Documents submitted by non-U.S. Government authors or by foreign authors. Documents submitted by non-U.S. Government employees or contractors, or by non-American authors who are not associated with or in the employ of the U.S. Government do not require an MOR of security review.

Evaluation Instructions

Evaluation is, in great part, an unavoidably subjective process. However, in an effort to provide a standard of objectivity, *Military Review* provides its referees the questions below to help them evaluate manuscripts systematically.

- Is the article well written? Does it move logically from a clear thesis through a well developed argument using supporting evidence to yield persuasive conclusions?
- Does it use obscure or arcane language or overly complex sentence and paragraph structure that make the article difficult for the average reader to understand?
- Does the article use excessive acronyms?
- Is the article written in a straightforward manner or does it give the impression that it has been written to impress rather inform and persuade?
- Does the article fall into one of the "CAC Commander's Research Top Priority List" for CAC research?
- Is the focus of the article the "operational" level of war?
- Is the article cutting-edge, offering well-thought-out and well-researched alternate proposals, alternate viewpoints, or dissenting opinions with regard to issues of

contemporary importance?

- Does the article show evidence of significant research using accepted academic standards?
- Is the article the product of original research?
- If the article is not a product of original research, is it an effective synthesis of existing research, and has it yielded significant insight?
- Does the article offer plausible solutions to a problem or issue?
- Is research backed up by careful footnoting or endnotes?
- Does the manuscript show significant reliance on webpage sources or spurious resources in its footnotes or endnotes?
- Does the author of the article know what he (she) is talking about? If the evaluator is familiar with the issue or issues being discussed in the article, does the article fairly represent the background facts and provide a credible examination of the issue?
- Does the article contribute anything new to the literature of military affairs or security issues? Does it say anything new?
- If the manuscript is a historical article, do the issues associated with the historical events described and evaluated have any direct relevance to current events or the conditions of the current security environment?

For More Information regarding submission of articles, contact:

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